

## Chapter 1 – Introduction

### 1.1 Collision repair and automotive refinishing shops and the

**environment:** Protecting the health of Indiana citizens and the quality of our land, air and water is everyone's responsibility. This responsibility is especially important for organizations in our communities that handle chemicals that can be harmful to human health or the environment. Because the owners and operators of collision repair and automotive refinishing shops deal with hazardous chemicals every day, they are often on the front line of caring for the environment, the health of their employees and the surrounding community. When handled properly, hazardous chemicals can be used safely, minimizing the health and safety risk for workers and surrounding neighbors.

IDEM is mandated to protect public health and the environment for the State of Indiana. In fulfilling its responsibility, IDEM works to establish effective regulations and then implement and enforce those regulations. IDEM encourages business and industry to implement pollution prevention and waste minimization practices. By preventing pollution, companies can be more flexible, avoid fines, and avoid the regulatory burdens of treatment and disposal through reduction or no generation. Pollution prevention and waste minimization practices are listed in the “**You Should**” sections throughout this manual.

**1.2 IDEM’s approach to environmental protection:** As IDEM strives to meet its mandates, its approach to environmental protection in recent years has fundamentally changed. IDEM is complementing its traditional approach of simply implementing and enforcing environmental regulations with approaches that include the aggressive use of education, partnerships, and incentives. A key step in this effort was the creation of the Compliance and Technical Assistance Program (CTAP) in 1994 by the Indiana General Assembly and Governor Bayh. In order to effectively provide the type of assistance that may be required by the regulated community, Indiana Code Title 13, Article 28, Chapter 3, Section 4 (IC 13-28-3-4) calls for CTAP to maintain confidentiality. Specifically, the rule reads:

“Inquiries made to the program and activities and documents of the program that identify or describe an individual facility or operation are confidential, unless a clear and immediate danger to the public health or environment exists. Information concerning inquiries, activities, and documents of the program that identify or describe an individual facility or operation may not be made available for use by other divisions of the department without the consent of the person who made the inquiry, participated in the activity, or provided the document.”

CTAP has grown into an innovative program that has been recognized as a national leader in small business assistance. This Compliance Manual for Indiana's Collision Repair and Automotive Refinishing Shops is a product of CTAP, in cooperation with IDEM’s regulatory programs.

**1.3 Who should use this manual?** This manual is intended for owners and operators of collision repair and automotive refinishing shops that do business in Indiana. Most of these shops are small businesses, collision repair shops, dealerships, automotive refinishing shops and independently owned shops. The compliance requirements for these shops depend on the number of people employed, the type of operations performed, the geographic location of the shop, and the type and volume of waste generated and stored on site.

In order to represent a small collision repair and automotive refinishing shop that is subject to regulations under IDEM, the Department of Transportation (DOT), the Indiana Department of Labor (IOSHA), and the Indiana Department of Fire and Building Services (DFBS), this manual is geared toward a "typical" collision repair and automotive refinishing shop. The regulations covered in this manual apply to a shop of the size and type of a "typical" shop. Read through the description of the "typical" shop below. If your shop performs services or uses products in quantities or types not covered in this manual, contact CTAP at 800/988-7901 for assistance.

This manual was written for "typical" collision repair and automotive shops. We have defined "typical" as the following:

1. Generates the equivalent of approximately one 55-gallon drum of liquid hazardous waste per month, and is classified as a small quantity generator (SQG) of hazardous waste.

**Note:** Some shops may teeter back and forth between being a conditionally exempt small quantity generator (CESQG) and an SQG of hazardous waste. During any month(s) that your shop is classified as an SQG, you must follow the SQG requirements. By using this manual and following the "You Should" management options listed throughout chapter 4, your shop may move from an SQG classification to a CESQG classification. Or, if your shop is already a CESQG, you may remain in that classification even if your business grows. See Section 2.8 and 2.9, for more information on generator status.

2. Complies with all building and fire codes, and maintains portable fire extinguishers for all employees use.
3. Stores oil in drums or in an aboveground storage tank with a maximum capacity of 660 gallons. The shop stores no more than a total of 1,320 gallons of oil (new and used combined).

**NOTE:** If your tank has a capacity greater than 660 gallons, or if you store more than 1,320 gallons oil, your shop must have a spill prevention, containment, and countermeasure (SPCC) plan. If your shop has an underground storage tank (UST), the tank must be registered with IDEM, and you must follow substantial rules. For more information on USTs, you may call CTAP for assistance. Note that both USTs and aboveground storage tanks are subject to Fire and Building Services

regulations. Contact the Plan Review Division of Fire and Building Services for more information.

4. Stores no more than 20-30 scrap tires at any given time. If you store more than 30 scrap tires, you must comply with scrap tire rules.
5. Does only nominal grinding of metal surfaces, such as grinding that is necessary when turning brakes drums or disks.
6. Has a parts washer containing a petroleum distillate-based solvent. The parts washer is regularly serviced by an outside vendor (i.e., the shop does not store solvent on site.) The maximum drum size of the parts washer is 30 gallons.

**NOTE:** If your shop stores solvents, you must not only follow IDEM's requirements, but must also follow IOSHA and Fire and Building Services' storage requirements. Call IOSHA-BuSET, the Plan Review Division of Fire and Building Services, or CTAP for assistance.

7. Does not use chlorinated solvents in quantities greater than two gallons (in buckets or parts washers) to clean parts. Similarly, our typical shop does not use any non-chlorinated solvents with a chlorinated solvent content of two percent (2%) or more.

**NOTE:** If your shop uses chlorinated solvents in quantities greater than two gallons or in concentrations of 2% or more, you must follow National Emissions Standards for Hazardous Air Pollutants (NESHAPs). See section 2.4.2

8. Does not discharge its wastewater to a septic system, storm drain, river, stream, lake or to the ground. If you are discharging wastewater to any of these places, there are certain actions you should take to prevent serious threats to our ground water. See the Wastewater Section in Chapter 4 or call CTAP for assistance.
9. Does not store cars at the facility for later salvage. This manual does not address salvage yards. Call CTAP at 800/988-7901 for assistance.

**1.4 The benefits of using this manual:** By reducing the amount of hazardous wastes generated, recycling products that would otherwise be considered a hazardous waste, and by following the regulations, you can:

- Reduce the amount of waste that you generate and subsequent disposal costs.
- Potentially move from the small quantity generator (SQG) of hazardous waste status to the conditionally exempt small quantity generator (CESQG) status (see Section 2.8.)
- Improve your market by promoting a positive environmental image to customers.
- Improve worker productivity. Decrease worker exposure to chemical hazards in the workplace. Reduce your financial and civil liability.

Be aware that both the owner and manager of a collision repair/automotive refinishing shop share responsibility and financial liability for all environmental violations that may

occur. In addition, if any person intentionally, knowingly, or recklessly violates an environmental law or rule, that person may be prosecuted for the commission of a felony.

**1.5 How to use this manual:** Throughout this manual, we use the word "you" to mean the owner, operator, or manager of a collision repair and automotive refinishing shop. Chapter 4 addresses the products used by collision repair and automotive refinishing shops as well as the services performed. In many of the sections throughout the manual, there are lists of things that:

- you must** do in order to be in compliance;
- you should** do in order to improve the environmental health of your shop; and
- you should consider** in order to make significant environmental improvements.

The list of options to consider typically involves up-front costs and/or innovative technology. Please pay special attention to the lists as you read through or refer back to this manual. This manual covers your state and federal requirements, but does not cover local regulations. Please be aware that your city and/or county may have additional regulations that you must follow.

**1.6 Whom to call for assistance:** If you have questions or need compliance assistance, please contact the appropriate office within IDEM or the appropriate regulatory agency. Keep in mind that CTAP offers confidentiality, but the regulatory program areas of IDEM and the other listed regulatory agencies do not.

#### **Confidential Compliance Assistance**

- ◆ Northwest Region (Lake, Porter or LaPorte counties) 888/209-8892 ext. 6720
- ◆ Northern Region (St. Joseph, Fulton, Starke, Marshall, Elkhart, Kosciusko, LaGrange, Noble, Steuben and Dekalb counties) 800/753-5519 ext. 4879
- ◆ Southwestern Region (Knox, Davies, Martin, Sullivan, Greene, Gibson, Pike, Dubois, Posey, Vanderburgh, Warrick and Spencer counties) 888/672-8323 ext. 2583
- ◆ Southeastern Region (Orange, Crawford, Perry, Washington, Harrison, Floyd, Clark, Scott, Jefferson and Switzerland counties) 812/952-1144
- ◆ Rest of State 800/988-7901

#### **Non-confidential Compliance Assistance**

- ◆ IDEM's Spill 24-Hour Emergency Hotline  
317/233-7745 or toll-free (in-state only) at 888/233-7745
- ◆ IDEM's Office of Air Quality (OAQ) <http://www.IN.gov/idem/air>  
317/233-0178 or toll-free at 800/451-6027, press 0 and request ext. 3-0178
- ◆ IDEM's Office of Land Quality (OLQ) Emergency Response  
<http://www.IN.gov/idem/land>  
317/308-3017 or toll-free at 800/451-6027, press 0 and request ext. 308-3017
- ◆ IDEM's Office of Water Quality (OWQ) <http://www.IN.gov/idem/water>
- ✓ General Information  
317/232-8476 or toll-free at 800/451-6027, press 0 and request ext. 2-8476

- ✓ Information regarding Construction Permitting, Wastewater Treatment and Sanitary Sewers 317/232-8645 or toll-free at 800/451-6027, press 0 and request ext. 2-8645
- ✓ Information regarding Wellhead Protection  
317/308-3308 or toll-free at 800/451-6027, press 0 and request ext. 308-3308
  
- ◆ Indiana Department of Fire and Building Services  
402 W. Washington St.  
Indianapolis, IN 46204  
Web Site: <http://www.IN.gov/sema/osfm.html>
- ◆ Indiana Department of Labor - Bureau of Safety Education and Training (BuSET)  
402 W. Washington St. Room W195  
Indianapolis, IN 46204  
317/232-2688  
Website: <http://www.IN.gov/labor>
- ◆ Indiana Department of Transportation (INDOT)  
100 N. Senate Avenue  
Room N848  
Indianapolis, IN 46204-2218  
317/232-6787  
Website: <http://www.IN.gov/dot>
- ◆ National Spill Response Center 800/424-8802
- ◆ **EPA Ozone Protection Hotline 800/296-1996**
- ◆ EPA's automotive air conditioning web site: <http://www.epa.gov/ozone/title6/609>
- ◆ **RCRA Hotline (EPA's Hazardous Waste Information Line) 800/424-9346**
- ◆ Local Health Department (visit ISDH's website at <http://www.IN.gov/isdh>)